

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 29 MARCH 2022 AT 5:30 p.m. (virtual)

Present: Russell Brown (Convener)
 Clare Benson (Management Committee)
 Michael Clarke (Co-Opted Management Committee Member)
 Jane Connechen (Management Committee)
 Alison Coupe (Management Committee)
 Laura Grieve (Management Committee)
 Katie Russell (Management Committee)
 Peter Ward (Management Committee)

Lorraine Usher (Chief Executive)
 Elkie Astley (Interim Director of Corporate Services)
 Gary Alison (Interim Director of Property & Development)
 Sue Irving (Director of Housing Services)
 Kirsty Paul (Interim Director of Finance)
 Rebecca Wilson (Head of Governance & Assurance)
 Moira Charters (Head of Data & Digital)

Kim Thomas (Minute Taker)

Item	Minute	Action
1.	APOLOGIES	
1.1.	Apologies were received from Robert Sneddon. As specified in Rule 48 the majority of the Committee Members present must be Elected Committee Members, Peter Nelson volunteered to leave the meeting to enable the committee to achieve quorum. <i>Peter Nelson left the meeting at this point.</i>	
2.	DECLARATIONS OF INTEREST	
2.1.	A declaration of interest, Mr Ward and Ms Usher, as Members of DG Homes Board were noted.	
3.	APPROVAL OF PREVIOUS MINUTES	
	Minute of the Urgent Items Management Committee Meeting of 16 February 2022	
3.1.	The Minute of the Urgent Items Management Committee Meeting of 16 February 2022, on the proposition of Ms Connechen and seconded by Mr Ward was APPROVED.	
	Minute of the Management Committee Meeting of 20th February 2022	

3.2.	The Minutes of the Management Committee Meeting of 20 th February 2022, on the proposition of Ms Connechen and seconded by Mr Ward was APPROVED.	
4.	<p>MINUTES FOR NOTING</p> <p>Minute of the People and Culture Sub-Committee Informal meeting of 24th February 2022</p> <p>4.1. The Minutes of the People and Culture Sub-Committee Meeting of 24th February 2022 was NOTED.</p> <p>Minute of the Audit and Compliance Sub-Committee Meeting of 22nd February 2022</p> <p>4.2. The Minutes of the Audit and Compliance Sub-Committee Meeting of 22nd February 2022 was NOTED.</p> <p>Minute of Dumfries and Galloway Homes Committee Meeting of 22nd February 2022</p> <p>4.3. The Minutes of D&G Homes Meeting of 22 February 2022 was NOTED.</p> <p>Minute of Governance T&F Group Meeting of 1st March 2022</p> <p>4.4. The Minutes of the Governance T&F Group Meeting of 1st March 2022 was NOTED.</p>	
5.	<p>MINUTE ACTION LOG</p> <p>5.1. Committee members NOTED the updates to the Minute Action Log for March 2022</p>	
6.	<p>MATTERS ARISING</p> <p>6.1. There were no matters raised from the Minutes.</p>	
7.	<p>CONVENER'S VERBAL UPDATE</p> <p>The Convener attended:</p> <ul style="list-style-type: none"> • a meeting with Ms Usher, Mr Nelson and Interim Chief Executive DGC. • a Disruptive Innovators online event regarding perspective of business and innovation where the Chief Executive of Liverpool Football Club gave an inspiring talk on homing in and knowing our audience and customer base. • the Strategic Housing Forum on 18th March with a focus on the engagement of young people and what organisations are doing in our communities; and 	

	<ul style="list-style-type: none"> a meeting with ECO in Annan along with the Chief Executive and Mr Ward on 11th March. 	
<p>8.</p>	<p>CEO VERBAL UPDATE</p> <p>The Chief Executive updated the Committee on the Extra-Care Home scheme in Langholm and was pleased to confirm a successful bid for funding of £1.4M from SUSTAN. The grant will help build a foot and cycle bridge to connects the scheme to the rest of the community. The Chief Executive noted thanks to the Head of Development, Graham Robertson, and his team for securing the funding. Her thanks were reaffirmed by the members.</p> <p>As previously mentioned in the Convener’s update, the Chief Executive referred to the meeting with the Interim Chief Executive of DGC and reiterated the position with the Planning department and that their CEO had indicated a root and branch review would be undertaken. The Chief Executive advised that Loreburn HA are keen to develop a specialist scheme for people with autism to enable them to live locally.</p> <p>The Chief Executive advised Members to note at this stage, the SHR have retained Loreburn HA’s compliance status in 2022/23. The Chief Executive noted this is an excellent outcome for LHA given the very challenging year experienced.</p> <p>The Chief Executive advised Members the SHR have completed their risk assessment for this year and the theme was focused on governance and how well RSLs are run considering the impact on governance due to COVID. The SHR have queried the public Minutes and the confidential classification of certain items. The Chief Executive shared questions around the level of detail share about scrutiny and challenge around customer satisfaction and performance. The Chief Executive will circulate the SHR Engagement Letter once it is released.</p>	
<p>9.</p>	<p>NOTIFIABLE EVENTS – <i>This Item is Confidential</i></p>	
<p>10.</p>	<p>STRATEGIC PERFORMANCE INDICATORS <i>Ms Charters joined the meeting at this point</i></p> <p>The Head of Data & Digital provided a summary of the report and the key areas of focus at 2.6. and advised that the Year 4 Corporate Plan objectives are being finalised and will be shared with Management Committee members.</p>	

<p>10.1. 10.2.</p>	<p>Following discussions:</p> <ul style="list-style-type: none"> • <i>Stock meeting EESSH standards and looking forward</i> - The Head of Data & Digital will pass this to colleagues who will take forward and include underlying detail which will be reported on a quarterly basis. Consideration to be given to reallocating this heading as EESSH2 (critical to below Band D properties – 2% or 51 properties of LHA stock is sitting within this Band). LHA’s plan is to quantify what the move to EESSH2 would look like and add timeframe and costs. • <i>Percentage of tenants who are satisfied with the quality of their home</i> – this is an ARC indicator and is measured at the point of when tenants are moving into their home. The definition from the ARC guidance will be sent to all Management Committee members. • <i>Number of new build properties completed where the annual energy cost is less than £400</i> – Management Committee members noted that the bigger problem is with existing stock, and we need to monitor improvement of those properties • <i>RAG status</i> – this will be highlighted in the quarterly report <p>Management Committee APPROVED:</p> <ul style="list-style-type: none"> • Strategic Performance Indicators for 2022/23; and • Areas for Improvement in 2022/23 	
For Approval		
<p>11.</p>	<p>BUSINESS PLAN – <i>This Item is Confidential</i></p>	
<p>12.</p>	<p>PROCUREMENT POLICY</p> <p>The Interim Director of Finance advised that following the Audit and Compliance Sub-Committee discussions, feedback focused on two key points:</p> <ul style="list-style-type: none"> • <i>Life cycle costing</i> – an additional point was added into the policy to reference this. • <i>Partnerships</i> – the IDF suggested the issue be progressed alongside the wider partnerships discussions which will shape LHA’s next Corporate Strategy. Members discussed that what was included did not 	

12.1.	<p>provide sufficient comfort that the commitment Management Committee had made to these matters would be addressed via the new policy. Members agreed that additional wording acknowledging the challenges in these areas and the need for different ways of working to drive improvement would be added. A detailed explanation on how this is going to be done would be included in the Procedural Guide.</p> <p>Management Committee APPROVED the updates to the Procurement Policy subject to references above being included.</p>	IDF
13.1.	<p>13. INSURANCE PROCUREMENT</p> <p>The Interim Director of Finance provided a summary of the report noting the challenges around timeframes of procurement and scheduled meetings.</p> <p>Management Committee APPROVED delegated authority to the Audit and Compliance Sub-Committee for the award of insurance services.</p>	
14.1	<p>14. RENT RESTRUCTURE</p> <p>The Interim Director of Finance provided a summary of the report including the appointment of Arneil Johnston as consultants.</p> <p>Management Committee members discussed:</p> <ul style="list-style-type: none"> • The need for all management committee members to have an understanding on the rationalisation of the existing rent and service charge policy. • The model would be based on different categorisations of the properties such as energy efficiency and these would be reviewed annually. • Management Committee Members were made aware of the wider consultation process and how feedback from our customers which would be a key part of the process. Tenant consultation will be comprehensive and is a key part of the process, and we need to engage at an early stage of the process. <p>Management Committee NOTED the approach to the Rent Restructure; and APPROVED the appointment of Arneil Johnston as consultants.</p>	

15.	SHARED OWNERSHIP EVICTION – <i>This Item is Confidential</i>	
16.	DISPOSAL – <i>This Item is Confidential</i>	
17.	GOVERNANCE UPDATE – <i>This Item is Confidential</i>	
Agreed to suspend Standing Orders		
18.	<p>APPOINTMENT OF VICE CONVENER</p> <p>The Head of Governance & Assurance took members through the report and advised that the Rules do not require the appointment of a Vice Convener, but it is considered good practice to appoint one.</p> <p>Mr Clarke, co-optee would not be able to vote on this matter as set out in Rule 42.2.</p> <p>The Head of Governance & Assurance sought nominations for the position. No nominations were made. Members were advised that role profiles were being redrafted and the position could be reconsidered once these have been reviewed.</p> <p>Mr Ward advised that he did not want to be considered for this appointment as his time is being spent on D&G Homes Board. Members discussed that not everyone was present, and a note should be circulated. Management Committee discussed the appointment to the role of Vice Convener.</p> <p>18.1 Management Committee AGREED to put a note out to all eligible Management Committee members asking for nominations for this role.</p>	
19.	<p>APPOINTMENT OF D&G HOMES CHAIR</p> <p>The Head of Governance & Assurance drew Members' attention to the report.</p> <p>19.1. Management Committee APPROVED the appointment of Mr Ward as Chair of Dumfries and Galloway Homes</p>	

20.	D&G HOMES BUSINESS PLAN – <i>This Item is Confidential</i>	
21.	D&G HOMES BUDGET (<i>Interests of DG Homes Members noted at Item 2</i>)	
21.1.	Management Committee APPROVED D&G Homes Budget for 2022/23. (<i>Mr Ward abstained from voting on this decision</i>)	
For Noting		
22.	RISK REGISTER	
22.1.	Management Committee NOTED the key risks identified within the report and at Appendix 1 and the changes since February 2022 update.	
23.	OFFICE BEARER APPROVALS	
23.1.	<p>A verbal update was given by the Director of Property & Development on the approval of the Tender. It was noted that the decision was taken by Office Bearers in line with the Urgent Business requirements of the Standing Orders to progress this project within this financial year. The Director of Property & Development advised that additional funding was secured to address a previous shortfall and this project is now viable. Prestart meeting is taking place this week.</p> <p>Members NOTED the Office Bearer’s approval.</p>	
24.	ANY OTHER COMPETENT BUSINESS	
	None.	
25.	DATE OF NEXT MEETING	
	Tuesday 24 May 2022	All